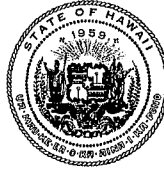


LINDA LINGLE
GOVERNOR



RUSS K. SAITO
Comptroller

KATHERINE H. THOMASON
Deputy Comptroller

STATE OF HAWAII
WIRELESS ENHANCED 911 BOARD

July 14, 2006
10:00 a.m.

Department of Accounting and General Services
Comptroller's Conference Room 410
Kalanimoku Building
1151 Punchbowl Street
Honolulu, Hawaii 96813

AGENDA

- I. Call to order
- II. Review of Minutes for June 9, 2006 Board Meeting.
- III. Committee Updates by Chairs.
 - a. Finance Committee
 - b. Technical Committee
 - c. Policies and Objectives Committee
 - d. Administration Committee
- IV. PSAP Status Updates
 - a. Kauai
 - b. Oahu
 - c. Molokai
 - d. Maui
 - e. Hawaii
- V. Executive Director's Monthly Report
- VI. Discussion Items.
 - a. Website Finalization
 - b. Strategic Planning Meeting
- VII. Announcements
- VIII. Next meeting date and location
- IX. Adjournment

State of Hawaii
Wireless Enhanced 911 Board

SUBJECT: Minutes of July 14, 2006 Meeting

Members in Attendance: Roy Irei, Gordon Bruce, Russ Saito, Joel Matsunaga, Dexter Takashima, Milton Matsuoka, Paul Ferreira, and Richie Nakashima (attachment 1). Roy Irei was assigned the proxy for Pete Jaeger and Jeff Yamane (attachment 2). John Cole's replacement as the Consumer Advocate has not yet been identified.

Staff in Attendance: Philip Kahue (Executive Director), Bill Doolittle (Technical Consultant), Patricia Ohara (Deputy Attorney General), Kerry Yoneshige (DAGS ASO), and Tony Ramirez (PM for PSAPs).

Guests in Attendance: Clement Chan (PM for Oahu PSAPs).

1. The chair called the meeting to order at 10:04 a.m.
2. The minutes of the June 9, 2006 meeting was approved.
3. Committee Updates by Chairs
 - a. Finance Committee Report.
 - i. The Statement of Cash Flows shows the account balances for both the General Fund and the Grant Fund (attachment 3). End of month, June 2006 General Fund balance is \$11,821,936.81.
 - ii. End of month, June 2006 Grant Fund balance is \$916,469.19.
 - iii. Joel Matsunaga stated that the first Wireless Service Provider seeking reimbursement from the Board, should be briefed by the ED to the Board.
 - b. Technical Committee Report.
 - i. Intrado Phase II update (attachment 4).
 1. Maui and Oahu PSAP updates were provided in the attachment.
 2. Molokai has to submit request for service letters to all the carriers. They will wait until Maui is completed. Testing, when conducted, is expected to be completed in one day.
 3. Intrado's request to provide "train-the-trainer" program for wireless E911 call handling must be formally submitted with costing data. **ACTION ITEM: Tech Committee Chair to ask Intrado to provide a formal submission with costing data to the Board.**
 - c. Policies and Objectives Committee Report –John Cole's replacement has not yet been identified. **ACTION ITEM: ED to inquire with DCCA to see if they have identified a replacement for Mr. Cole.**

- d. Administration Committee Report – Nothing to Report.
4. PSAP Status Updates.
- a. Kauai – IT department is addressing problems with Jayne Nantkes of Hawaiian Telcom and their CAD vendor. They are considering purchasing the Positron Mapping System.
 - b. Oahu
 - i. Establishing a separate fiber optic network for the mapping service server.
 - ii. The Board approved funding the PSAP Representatives to come to Oahu to view the mapping vendor presentations.
 - iii. HPD renovation is scheduled for completion in November. The plan is to phase in EMS, Fire, Hickam and Pearl before HPD.
 - iv. **ACTION ITEM: The PM for PSAPs will develop a template for PSAP representatives to use, that categorizes costs, to assist in briefing the board on their status and requests for reimbursement.**
 - c. Molokai – All of their equipment is on line. When service is complete on Maui, they will send the request for service letters out. Service testing should take only one day.
 - d. Maui
 - i. A request was made by the Board for the Maui PSAP to develop good news stories; things that worked, that can be shared with the other PSAPs. **ACTION ITEM: Maui PSAP representative to send ED success stories after transition to Phase II service.**
 - ii. **ACTION ITEM: ED to develop statistical data to measure differences from system before and after implementation of wireless enhanced 911 services.**
 - e. Hawaii
 - i. Hawaii County is ready to send Request For Service Letters and will need contact information to send them out. **ACTION ITEM: Maui County can provide them this information.**
 - ii. Hawaii County has the Intergraph CAD system, and will purchase and integrate the Intergraph mapping system.
5. Executive Director's Report – (attachment 5) – Reports filed last month, and upcoming reports were highlighted.
- a. Board purchases on behalf of the PSAPs. Ms. Pat Ohara provided an opinion that the Board could act on behalf of the PSAPs in purchasing equipment and software to deploy Phase I and Phase II wireless enhanced 911 services. There are three options to consider: (1) Board could buy outright and gift to the PSAPs; (2) The Board could set up bridge loans for the PSAPs to use; or (3) The Board could establish a trust account for the PSAPs. **ACTION ITEM: Ms. Ohara will research the legalities of**

each option, and inquire with the County Councils to see what amount of collateral would be required to cover the costs. ACTION ITEM: Mr. Gordon Bruce will follow up with Fisher Scientific and GTSI to see if a similar arrangement can be made using their process for procurements off of the GSA schedule.

- b. Board Strategic Planning Meeting. The Board Strategic Planning Conference will be held on July 26, 2006 at the Ilikai Hotel, Ilikai Tower, Molokai Room from 9:00 am to 5:00 pm. A Strategic Planning Conference outline was distributed (attachment 6) to help prepare the Board.
- c. PSAP purchases of mapping software will be made from the Readiness Grant Fund. Payments can be made directly to the vendor on behalf of the PSAPs and need not go through a reimbursable process.
- d. Mr. Ramirez was introduced to the Board earlier in the meeting. Mr. Ramirez explained that the PM duties to help PSAPs deploy Phase I and II services will be more involved than originally thought. The PSAPs require direct help, as most do not have fulltime individuals to perform these functions (Oahu PSAP being the exception). **ACTION ITEM: Mr. Ramirez will get with Clement Chan and decide how much assistance will be needed. He will also make contact with each PSAP to determine level of effort needed.**

6. Discussion Items

- i. Wireless Enhanced 911 Website. Updates were made as suggested during our last Board Meeting.
- ii. Final approval will be sought at next Board meeting in August.

7. Action Items.

a. Executive Director:

- i. Develop statistical data to measure differences from e911 system before and after implementation of wireless enhanced 911 services.
- ii. Inquire with DCCA if there is a replacement identified for Mr. John Cole, who was the Consumer Advocate for the Board.

b. Deputy Attorney General: Research options posed by Board Members related to whether the Board may purchase items on behalf of the PSAPs.

c. PM for PSAPs:

- i. Develop a template for PSAP representatives to use, when briefing the board on their status and requests for reimbursement.
- ii. Contact each PSAP to determine level of effort needed to adjust scope of his role in assisting the PSAPs.

d. Oahu PSAP Rep/Vice-Chair: Follow up with Fisher Scientific and GTSI to see if a similar arrangement can be made using their process for procurements for the Board.

e. Maui County PSAP:

- i. Provide points of contact for the Request For Service Letters to the Hawaii County PSAP.
 - ii. Provide success stories to ED since transition to Phase II service.
- f. **Technical Committee Chair:** Ask Intrado to provide a formal submission with costing data to the Board for their “train the trainer” course.

8. Announcements. None.

9. The next meeting scheduled for August 11, 2006 at the same location (DAGS Comptroller Conference Room).

10. The meeting was adjourned at 12:25 p.m.

**Wireless Enhanced 911
Board Meeting
July 14, 2006 – 10:00 a.m.
Department of Accounting and General Services
Comptroller's Conference Room 410
1151 Punchbowl Street, Honolulu, HI 96813**

Name	Agency	Phone
1. Bill Doolittle	911 INSBNT	[REDACTED]
2. Dushan Takashima	Kauai PD	[REDACTED]
3. MILTON MATSUOKA	MPD	[REDACTED]
4. Richie Nakashima	MPD	[REDACTED]
5. Paul Ferreira	HCPD	[REDACTED]
6. Gregory Bruce	CAC DIT	[REDACTED]
7. Russ K. Saito	State - DAGS	[REDACTED]
8. Roy Ikei	T-Mobile	[REDACTED]
9. JOEL MATSUNAGA	HAWAIIANTEL.com	[REDACTED]
10. Tony Ramirez	AKIMEKA	[REDACTED]
11. PAT O'HARA	Attn Gen'l	[REDACTED]
12. Ken Yano	DARS	[REDACTED]
13. Philip Kahue	Akimeta Tech	[REDACTED]
14. Clement Chan	CAC DIT	[REDACTED]
15.		
16.		
17.		
18.		
19.		
20.		

Irei, Roy

From: Jaeger, Pete [Pete.Jaeger@[REDACTED]]
Sent: Wednesday, July 05, 2006 12:52 PM
To: Philip Kahue; Dexter Takashima; Gordon Bruce; Jeff Yamane; Joel Matsunaga; Kerry Yoneshige; Milton Matsuoka; Patricia Ohara; Paul Ferreira; Richie Nakashima; Irei, Roy; Russell Saito; pkahue@akimekatech.com
Subject: RE: Next Board Meeting, July 14, 2006

Aloha Roy,
I would like to assign my proxy for the July 14, 2006 State of Hawaii Wireless Enhanced 911 meeting to you.
I will be off island on that day.
Mahalo

Pete Jaeger
Hawaii Tech Ops
Office: 808 837-4222
PTN: 808 478-7734
*DC: 184*1*47734*
Fax: 952 238-7566
Pete.Jaeger@nextelpartners.com

From: Yamane, Jeff [mailto:jeff.yamane@[REDACTED]]
Sent: Wednesday, July 05, 2006 10:08 AM
To: Irei, Roy
Cc: Jaeger, Pete
Subject: RE: Next Board Meeting, July 14, 2006

Roy,
Just found out that I need to be in Salt Lake and will not be attending. I will assign my proxy to you.

Pete - Please forward your proxy to Roy as well.

Thanks
Jeff

From: Irei, Roy [mailto:Roy.Irei@[REDACTED]]
Sent: Monday, July 03, 2006 3:33 PM
To: Philip Kahue; Bill.Doolittle@[REDACTED]; Dexter Takashima; Gordon Bruce; Yamane, Jeff; Joel Matsunaga; John Cole; Kerry Yoneshige; Milton Matsuoka; Patricia Ohara; Paul Ferreira; Pete Jaeger; Richie Nakashima; Russell Saito
Subject: RE: Next Board Meeting, July 14, 2006

I will be attending.

7/14/2006

Attach 2

Irei, Roy

From: Yamane, Jeff [jeff.yamane@[REDACTED]]
Sent: Wednesday, July 05, 2006 10:08 AM
To: Irei, Roy
Cc: Pete.Jaeger@[REDACTED]
Subject: RE: Next Board Meeting, July 14, 2006

Roy,
Just found out that I need to be in Salt Lake and will not be attending. I will assign my proxy to you.

Pete - Please forward your proxy to Roy as well.

Thanks
Jeff

From: Irei, Roy [mailto:Roy.Irei@[REDACTED]]
Sent: Monday, July 03, 2006 3:33 PM
To: Philip Kahue; Bill.Doolittle@[REDACTED]; Dexter Takashima; Gordon Bruce; Yamane, Jeff; Joel Matsunaga; John Cole; Kerry Yoneshige; Milton Matsuoka; Patricia Ohara; Paul Ferreira; Pete Jaeger; Richie Nakashima; Russell Saito
Subject: RE: Next Board Meeting, July 14, 2006

I will be attending.

Roy Irei
General Manager, Hawaii
Engineering and Operations
Pcs: (808) 256-0037

From: Philip Kahue [mailto:pkahue@akimekatech.com]
Sent: Thursday, June 29, 2006 9:46 AM
To: Bill.Doolittle@[REDACTED]; Dexter Takashima; Gordon Bruce; Jeff Yamane; Joel Matsunaga; John Cole; Kerry Yoneshige; Milton Matsuoka; Patricia Ohara; Paul Ferreira; Pete Jaeger; Richie Nakashima; Irei, Roy; Russell Saito
Subject: Next Board Meeting, July 14, 2006

Board Members,

Our next board meeting is scheduled for Friday, July 14, 2006 at the same location (DAGS Comptroller's Conference Room). Attached is the draft Agenda for our meeting. Please make any additions/corrections as necessary no later than next Wednesday, July 5th. Please also respond if you will be attending the Board Meeting. For those board members who require parking passes, please respond if you will be attending by tomorrow, as I will need to coordinate with Kerry to obtain your parking passes.

Mahalo, Phil.

Philip Kahue, CHE
Akimeka Technologies, LLC
1600 Kapiolani Blvd, Suite 530

7/14/2006

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending June 30, 2006

FIRST HAWAIIAN BANK ACCOUNTS:

General Fund ITEM	Beginning Balance	Net Change	Ending Balance
Cash Inflow:			
Surcharge Collection	\$ 10,832,297.52	\$ 889,105.25	\$ 11,721,402.77
Interest Income	\$ 260,928.05	\$ 38,729.95	\$ 299,658.00
Subtotal Cash Inflow	\$ 11,093,225.57	\$ 927,835.20	\$ 12,021,060.77
Cash Outflow:			
PSAP Reimbursement		(123,355.55)	\$ (123,355.55)
Travel Expense	\$ (9,664.97)	(227.44)	\$ (9,892.41)
Consultant-Akimeka	\$ (58,051.00)		\$ (58,051.00)
Audit Expense	\$ (7,825.00)		\$ (7,825.00)
Subtotal Cash Outflow	\$ (75,540.97)	\$ (123,582.99)	\$ (199,123.96)
Totals	\$ 11,017,684.60	\$ 804,252.21	\$ 11,821,936.81

Grant Fund ITEM	Beginning Balance	Net Change	Ending Balance
Cash Inflow:			
Nextel Contribution	\$ 1,250,000.00		\$ 1,250,000.00
Cash Outflow:			
Consulting Expense (Intrado)	\$ (119,750.00)	\$ (11,750.00)	\$ (131,500.00)
Maui Reception Expense	\$ (2,073.64)		\$ (2,073.64)
Nextel Deployment	\$ (199,957.17)		\$ (199,957.17)
Subtotal Cash Outflow	\$ (321,780.81)	\$ (11,750.00)	\$ (333,530.81)
Totals	\$ 928,219.19	\$ (11,750.00)	\$ 916,469.19

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending June 30, 2006

Narrative (General Fund):

1. Reconciliation: The bank statement balance is \$227.44 higher than the Akimeka book balance due to uncashed board member travel reimbursement.
2. \$123,355.55 was paid to the Maui PSAP after approval by board member Pete Yeager.

Narrative (Grant Fund):

1. Reconciliation: The bank statement is higher than the Akimeka book balance by \$11,750.00 due to an uncashed payment to Intrado.
2. \$11,750.00 was paid to Intrado after approval by board member Pete Yeager.

Hawaii Wireless E9-1-1 Deployments

Status Report

July 12, 2006

Maui PD

Testing update: As of June 2, Cingular Wireless testing for Maui PD was complete and operational with their GSM services, and testing was to continue during the week of June 5 for their TDMA services.

Verizon Wireless trunk installations for Lanai are completed. Test date(s) are being negotiated.

Wireless Service Provider	Requested Deployment Date	Planned Testing Date(s)	Notes
Verizon Wireless	4/24/06	Week of 4/24	Phase II service activation complete for Maui on May 1. Installation of Lanai trunks is completed. VZW working with MPD to schedule testing for Lanai.
Cingular Wireless	5/23/06	Week of 5/22	Phase II service activation complete for GSM service complete as of 6/5; TDMA service testing estimated completion on 6/13/06. 7/12: seeking status update from carrier.
T-Mobile	6/19/06 postponed to mid-August		ESRK's have been issued. TCS (T-Mobile's gateway provider) network connection to HTEL is underway. One pair of steering circuits is complete and the other is scheduled by end of July. Testing will be rescheduled to mid-August.
Sprint PCS	7/24/06		ESRK's have been issued by HTEL. Trunk orders are underway. No FOC. 6/8: update pending contact with new deployment manager for Sprint.

Other Maui Issues:

- Maui County was to have resubmitted a new request for service to all carriers for Molokai PSAP. Seeking status update from county.

Oahu PSAPs

Target: Wireless E9-1-1 service initiation with at least one wireless service provider is targeted to be prior to end of calendar 2006.

- Request for Service:
 - RFS not yet submitted. C&C for Honolulu Project Manager Clement Chan is collecting documentation with authorizing signatures for a joint request for service from Honolulu Police, Hickam AFB, and Pearl Harbor, with Hickam AFB as the remaining authorization to be received.
 - HPD remodeling is anticipated to be completed by November, so wireless testing is targeted following completion of this project. This will enable testing to be done under normal operating conditions instead of the limited equipment operations under which HPD will be working while in their temporary location at the backup site.
 - From their meeting on 6/27 with Oahu PSAP Managers and Wireless Service Providers, T-Mobile volunteered to be the first carrier to deploy. Every effort will be made by all parties to deploy this carrier before end of calendar 2006. Team agreed to stagger the RFS thus allowing staggered implementation with each carrier. Other carriers that stated their readiness are Cingular, Nextel Partners, and Moby. Sequence is TBD.
- 9-1-1 Mapping System Selection: Three applications providers have now provided product demonstrations, the third of which was done on 6/5.
 - DIT PM Clement Chan, along with some other members of the Oahu PSAPs team, attended the Annual NENA Conference week of 6/12. They used this opportunity to spend more time speaking with the mapping system vendors, reviewing product functionality and viewing product demos.
 - The team is approaching conclusion of their analysis of mapping systems and is exploring procurement methodologies. Team is now meeting monthly. Next meeting will be last week of July.
 - Preference is for the application to be co-installed on the 9-1-1 CPE terminals provided by Hawaiian Telecom. This will eliminate the need for an additional monitor, keyboard, and mouse at each workstation, which is a particularly attractive option for HPD due to spatial constraints and employee workflow considerations.
 - The team is exploring ways to create a single inter-agency network for the mapping system that would allow management of map data updates via a server/client relationship. By utilizing this concept, updates can be applied to the map server which will then push updates automatically out to each map workstation. The application chosen by the team supports this technology.

Intrado Action Items:

- Oahu PSAP Managers team has requested Intrado develop and deliver a "train-the-trainer" program for wireless E9-1-1 call handling.

Note: This work effort can be done within the description of the current SOW.

- Status: need approval to proceed with this work effort.
- Provide updated testing checklist to Chan from updates added following Maui testing.
 - Status: complete
- Provide maintenance procedures for addition of new cell sites post deployment
 - Status: in progress

State of Hawaii
Wireless Enhanced 911 Board

Executive Director's Monthly Report
July 14, 2006

1. Reports Filed
 - a. Quarterly
 - i. July 5: Report of Funds Not Deposited in the State Treasury
 - ii. July 5: Journal Voucher for Report of Funds Not Deposited in the State Treasury
 - b. Annual
 - i. June 30: Form A-19, Operational Expenditure Plan & Program Narrative
2. Inquiries – Sean Hao, Honolulu Advertiser on June 12 and 13 about WE911.
3. Upcoming Reporting Requirements
 - a. Quarterly
 - i. August 15: PSAP Readiness Grant Fund
 - b. Annual
 - i. August 1: Organizational Charts and Functional Statements
 - c. Other – None
4. Fund Activity – covered in Finance Chair update
5. Action Items.
 - a. Board purchases on behalf of the PSAPs
 - b. Board Strategic Planning Meeting
 - c. PSAP purchases of Mapping Software
 - d. PM for PSAP duties

Wireless Enhanced 911 Board
Strategic Planning Conference

1. Purpose. To develop a Strategic Plan for the Wireless Enhanced 911 Board so that the goals of the Board may be realized and accomplished in an effective and efficient manner.
2. Date, Time & Location. July 26, 2006 from 8:30 am to 5:00 pm. Location: Ilikai Hotel, Ilikai Tower, Molokai Room. Board members from neighbor islands may wish to spend the prior evening (July 25th) on Oahu to alleviate the need for an early morning flight.
3. Issues to Consider. Items 3a to 3c should be accomplished by each board member and responses sent to the Executive Director no later than Friday, July 21, 2006 to allow for preparation for the meeting.
 - a. Mission – What are we chartered to accomplish? HRS 138.
 - b. Vision – What will success look like?
 - c. Environmental Scan – SWOT Analysis
 - i. Strengths
 - ii. Weaknesses
 - iii. Opportunities
 - iv. Threats
 - d. Gap Analysis – The difference from our current position and our future desired end state
 - e. Strategic Programming
 - i. Strategic Goals – milestones that we achieve from strategic issues
 1. Goals should be specific, measureable, acceptable, realistic, and have set timeframes.
 - ii. Action Plans – define how we get to where we want to go
 - iii. Responsibilities Assigned
 - f. Periodic Evaluation of Strategy – must take into consideration emergent strategies and changes affecting our intended course.